



Neighborhood Grants Program

Government of the District of Columbia
Neighborhood Investment Fund

Neighborhood Grants Program Information and Request for Grant Applications (RFA) Packet

- I. Program Summary
- II. Guidelines
- III. Application and Review Process
- IV. Post-Award Requirements
- V. NIF Target Area Boundaries
- VI. Application Instructions
- VII. Application
- VIII. Application Attachments

Before completing and submitting an application for the Neighborhood Grants Program, please review the following information. The RFA is available on the Office of Partnerships and Grants website www.opgd.dc.gov or online at the DMPED website www.dcbiz.dc.gov.

I. Program Summary

Background

The District of Columbia's Office of the Deputy Mayor for Planning and Economic Development is charged with implementing the Neighborhood Investment Act of 2004, as amended (NIA). The NIA created a non-lapsing, revolving fund outside of the General Fund, called the Neighborhood Investment Fund (NIF). The NIF is funded through an annual appropriation of 15% of a personal property tax, not to exceed \$10 million. The purpose of the NIF is to finance economic development and neighborhood revitalization in 12 targeted areas of the District: Anacostia, Bellevue, Brookland/Edgewood, Bloomingdale/Eckington, Brightwood/Upper Georgia Avenue, Columbia Heights, Congress Heights, Deanwood Heights, H Street, Logan Circle, Shaw, and Washington Highlands. (See Section V – NIF Target area boundaries and map).

Purpose

The Neighborhood Grants Program (NGP) is a program within the NIF with the purpose of providing community organizations with matching funds to support neighborhood-based projects in the 12 target areas. The goal of the NGP is to build stronger, healthier, and safer communities by nurturing community relationships through civic action and participation.

Types of Grants Available:

1. Small & Simple: applicants may request up to \$15,000 in NGP funds and must complete the proposed project within 6 months of executing a grant agreement with the District.
2. Major Projects: applicants may request up to \$75,000 in NGP funds and must complete the proposed project within 12 months of executing a grant agreement with the District.

II. Program Guidelines

This section outlines the eligibility requirements and program guidelines, including project requirements, matching funds, and project budgets.

Eligible Applicants:

Not-for-Profit organizations that meet all of the following criteria are eligible to apply:

1. Have 501 c (3) tax-exempt status and must be organized under the District of Columbia Non-profit Corporation Act (DC Code, sec.29-501 et seq.).
2. Have a principal place of business located within the District of Columbia. Eligible applicants for a Large Project Grant must have tax exempt status since at least July 2, 2006.
3. Demonstrate a commitment to the NIF target area where the project is proposed through a successful track record of offering and operating programs, projects, services, or facilities.
4. Be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs, Corporation Division.
5. Not be classified as an ineligible applicant listed below.

Ineligible applicants:

Individuals, political organizations, universities, hospitals, newspapers, religious organizations, and individual businesses. Organizations receiving NIF funds in FY07 are not eligible to apply. In addition, entities that have failed to complete projects funded with District government funds (grants or loans) in prior years are also ineligible.

Partnerships:

1. Unincorporated community-based or neighborhood organizations may partner with an eligible applicant on a proposed project; however, the eligible applicant must retain the fiduciary responsibility for the project. The roles and responsibilities of both partners must be clearly articulated in the application.
2. Not-for profit organization based outside of the District may partner with an eligible applicant; however, the eligible applicant must retain the fiduciary responsibility for the project. The roles and responsibilities of both partners must be clearly articulated in the application.
3. Partnerships among eligible organizations are encouraged. The roles and responsibilities of both partners must be clearly articulated in the application.

Eligible Projects:

Project Eligibility Requirements:

In order to be eligible the proposed projects must:

1. Be physically located within the boundaries of one of the NIF target areas (See Section V – NIF Target area boundaries and map).
2. Fall into one of the eligible project categories listed below.
3. Involve stakeholders in the target area in all phases of project planning and implementation; promote interaction among diverse groups of community members.
4. Provide a public benefit to the NIF target area that addresses a recognized need.
5. Be lead by a project team composed of at least 3 people who are accountable for implementing the project.
6. For Small and Simple Grants, the project must be completed within 6 months of executing a grant agreement with the District.
7. For Large Project Grants, the project must be completed within 12 months of executing a grant agreement with the District.

Project Categories

1. Cultural, Historic, Social, Recreational Initiatives – build or enhance opportunities that promote cultural, historic, social exchange and recreation. Initiatives that build community and promote diversity are encouraged. Examples: community historic preservation project, senior/youth mentoring, after school programs, art/music programs, etc. Field trips or other excursions outside of a NIF target area are not eligible.
2. Education & Skill Building – build or enhance opportunities for educational enrichment and skill building for all generations. Examples: literacy programs, financial literacy programs, small business training, computer training, etc. Field trips or other excursions outside of a NIF target area are not eligible.
3. Public Safety – build or enhance neighborhood public safety. Examples: drug and fire prevention programs, senior citizen home safety programs, personal safety courses, etc.
4. Physical Improvements or Beautification – build or enhance neighborhood physical environment. Examples: community clean ups, graffiti removal, landscaping/tree planting, and community gardens.

Special Requirements for physical improvements or beautification projects:

1. If proposing improvements, modifications, use of District or federally owned property, applicants must obtain written permission for all activities prior to submitting an application. Documentation must be submitted on the agency letterhead and be approved by agency director or executive.
2. After award and upon consultation with the appropriate agency, ODMPED may require the Grantee to execute a right of entry permit prior to the release of any NGP funds.
3. Improvements to private property are not allowed unless the site is accessible for public use or interaction with the proposed improvement. If proposing improvements to private property, written permission must be obtained from the property owner.
4. Appropriate permits must be obtained before commencing work.

5. Applicants must submit an annual maintenance budget and implementation plan with the application.

Non-Eligible Uses of the Grant:

1. To replace existing funding from any source to support projects, programs, or services offered by the applicant.
2. To repair or replace an existing public facility that has been budgeted for capital improvements by the appropriate DC government agency.
3. Operating expenses not related to the administration of the award.
4. Acquisition, facility rental or lease of property.
5. Food, beverages, or catering services.
6. Travel and transportation expenses.
7. Routine maintenance expenses.
8. Expenses incurred prior to being awarded the grant and the execution of the grant agreement with the District.

Community Support:

Applicants are required to provide documentation of community support from organizations, preferably an Advisory Neighborhood Commission (ANC), in the NIF target area where the project is proposed. This may include letters of support from Advisory Neighborhood Commissions (ANC), ANC single member district members, civic or neighborhood associations.

Match Requirements & Guidelines

Match Requirements:

1. Applicants are required to match every \$1 of NGP funds with \$1 of matching funds.
2. The amount and type of match should be appropriate for the proposed project
3. At least 25% of the total match must come from residents and/or business located in the NIF area where the project is proposed.
4. At least 25% of the total match must come from volunteer labor.
5. Match pledge form must be completed and submitted with the application.
6. Applications not meeting the match requirements will not be evaluated.

Eligible forms:

1. Volunteer Labor
 - a. Valued at \$15 per hour for the purposes of calculating the match
 - b. Min. of 25% of the matching grant amount must be from volunteer labor
2. In-Kind Donated Materials, Supplies, Equipment, Space
 - a. In-kind donations of materials, supplies are valued at their retail price.
 - b. Borrowed equipment and meeting/function space can count toward the match and valued at a standard rental rate.
3. Professional Services
 - a. Valued at their customary, fair market rate, not to exceed \$75 per hour.
 - b. Amount of professional services should be appropriate to the proposed project
4. 3rd Party Monetary Donations
 - a. Donations, grants, or other funding provided by non-District government entities may contribute to the matching requirement.

- b. Applicants will be required to submit a firm commitment letter from donors and/or bank statements demonstrating the availability of funds.

Ineligible forms:

1. Other sources of funding from the District of Columbia government.

Project Budgets

1. Applicants must complete the project budget form and match pledge form in the application. See Attachments B & C in the application packet.
2. Documentation requirements for items to be purchased with NGP grant funds:
 - Items valued at between \$500 and \$4,999 must be supported with a written bid, proposal, or estimate.
 - Items valued over \$5,000 must be supported with at least three written bids.
 - In special circumstances applicants may request a waiver to the written bid requirements.
3. A maximum of \$300 of NIF funds may be budgeted for media, communications.
4. A maximum of 5% of the total budget (grant plus match) may be budgeted for project management.
5. A maximum of 15% of NIF funds may be budgeted for salaries.

III. Application and Review Process

Application

The NGP Request for Applications (RFA) packet will be available on Monday, July 2, 2007. Interested parties may obtain a copy of the NGP RFA Packet from the following sources:

1. Office of the Deputy Mayor for Planning and Economic Development: Neighborhood Investment Fund. Website: www.dcbiz.dc.gov . Please look on the NIF page under Funding Opportunities
 2. Office of Partnerships and Grants: District Grants Clearinghouse. Website: www.opgd.dc.gov
 3. Pick up a copy at 801 North Capitol St. NE – Ground Floor Corner Entrance.
- ODMPED will hold a pre-submittal meeting on Tuesday, July 10, 2007 at 10am. Interested parties must RSVP by 12 noon on Monday, July 9, 2007 to (202)478-1334. The tentative location of the meeting is 801 N. Capitol St. NE Ground Floor Conference Room; this location may change depending on the number of RSVPs. All registered participants will be notified if there is a change in location and it will also be posted on the DMPED website: www.dcbiz.dc.gov on the NIF page. **Pre-submittal meeting attendance is mandatory for application submission.**
 - Questions regarding the RFA may be submitted in writing (via fax at 202-478-1359) before the pre-submittal meeting or in person at the meeting. Responses to questions will be addressed at the Pre-submittal meeting. Only questions pertaining to application procedures will be accepted after the Pre-submittal meeting. **Specific project related questions will NOT be answered.**

- Written responses to all questions will be available by on the website (www.dcbiz.dc.gov).

The completed application packet is due **by 4:00pm on Tuesday, July 31, 2007. *Late submissions will not be accepted.*** Applications should be submitted via hand delivery or delivery service to:

Office of the Deputy Mayor for Planning and Economic Development
NIF Program - NGP
801 North Capitol St. NE - Ground Floor
Washington, DC 20002

Review Process

Neighborhood Investment Fund staff will review applications and make funding recommendations to the Deputy Mayor for Planning and Economic Development for review and final approval. Only complete applications will be reviewed and scored in accordance with the selection criteria defined below.

Project Selection Criteria

Applicants' submissions will be objectively reviewed against the following specific selection criteria.

1. Project Feasibility (25 pts): This factor evaluates the extent to which the applicant includes a detailed, well-organized, and feasible plan of action to carry out the proposed project; the extent to which the activities, work plan and budgets are consistent with clearly defined measurable and time specific performance objectives.
2. Neighborhood Benefit (25 pts): This factor evaluates the extent to which the applicant has clearly delineated and justified the need, proposed impact and benefits of the project; and the extent to which the performance measures are measurable and appropriate.
3. Applicant Track Record and Relevant Experience (20 pts): This factor evaluates an applicant's track record for successfully impacting the NIF target area through its past activities; and the applicant's relevant experience in implementing projects of similar size and scope.
4. Neighborhood Involvement and Partnerships (15 pts): This factor evaluates the extent to which the applicant and/or proposed project involves a broad spectrum of stakeholders at all phases of the project; the extent to which the project will build or strengthen community relationships.
5. Matching Funds (15pts): This factor evaluates the extent to which the matching fund commitment has been met; the appropriateness of the match source; and the extent to which the specific match requirements outlined in the RFA have been met.

Award Notification

Award and decline letters will be sent to all applicants by US Mail no later than 10 days after the close of the RFA.

IV. Post-Award Requirements

Post-Award Requirements, Requirements of Awardees

1. Grantees are required to enter into a grant agreement with the Office of the Deputy Mayor for Planning and Economic Development (ODMPED). All provisions of the grant agreement must be upheld by the Grantee, otherwise the Grantee will be in breach of the agreement.
2. Grant funds are released according to a draw schedule that is developed by NIF program staff in consultation with the Grantee. Grantees are required to meet project specific milestones stated in the draw schedule as a condition of the release of grant funds.
3. All projects shall be conducted in accordance with local and federal laws.
4. All required permits must be obtained for the project by the applicant. Applicants are responsible for determining what permits are required and should consider the permit processing time in developing the project schedule.
5. The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of required insurance prior to receiving funds.
6. Awardees will be required to submit monthly progress reports, final grant close out report, and other required reports as outlined in the grant agreement.
7. The Grantee shall establish a separate account independent of other account records of Grantee for funds received under this grant. Grantee shall maintain complete and accurate records and documentation of all costs incurred under this agreement in accordance with the instructions of ODMPED and organized in a manner that identifies the cost categories set forth in the project budget.
8. Grantees and their project teams must participate in an orientation session with the NIF program staff after the award and prior to the execution of the grant agreement.
9. Execution of a First Source Hiring Agreement with the Department of Employment Service (DOES) and a Memorandum of Understanding with the Office of Small and Local Business Development for the use of LSDBE (Local, Small, and Disadvantaged Business Enterprises) contractors.
10. Pursuant to DC Official Code §1-309(a),(b),and(c)1 (2003), District of Columbia government agencies are required to provide 30 days written notice prior to the award of grant funds to affected Advisory Neighborhood Commissions, the Commissioner representing a single-member district affected by said actions, and affected Ward Councilmembers (collectively the "Parties"). The grant award and execution of the grant agreement with the District can not occur until after the notification period.

V. NIF Target Area Boundaries & Map

Target Area #1 - Shaw. The Shaw target area is defined as starting at the corner of 9th Street and Florida Avenue, N.W., east along Florida Avenue, N.W., to North Capitol Street, south along North Capitol Street to Massachusetts Avenue, west along Massachusetts Avenue, N.W., to 9th Street, N.W., and north along 9th Street, N.W., to Florida Avenue, N.W.

Target Area #2 – Logan Circle. The Logan Circle target area is defined as starting at the corner of 9th Street, N.W., and Florida Avenue, N.W., south on 9th Street, N.W., to Massachusetts Avenue, N.W., west on Massachusetts Avenue, N.W., to 16th Street, N.W., north on 16th Street, N.W., to U Street, N.W., and east on U Street, N.W., to Florida Avenue, N.W.

Target Area #3 – Deanwood Heights. The Deanwood Heights target area is defined as starting at the corner of 50th Street, N.W., east along Hayes Street, N.E., south along 54th Place N.E., east along Nannie Helen Burroughs Avenue, N.E., southeast along Eastern Avenue, N.E., southwest along Southern Avenue, N.E., west along East Capitol Street, north along Division Avenue, N.E., west along Marvin Gaye Park, and north along 50th Street, N.E.

Target Area #4 – Washington Highlands. The Washington Highlands target area is defined as starting at the corner of Southern Avenue and South Capitol Street, S.E., north along South Capitol Street, north along Livingston Road, S.E., northeast along Valley Avenue, S.E., southeast along Wheeler Road, S.E., and southwest along Southern Avenue, S.E.

Target Area #5 – Columbia Heights. The Columbia Heights target area is defined as starting at the corner of Spring Road and Sherman Avenue, N.W., northeast along Rock Creek Church Road, N.W., to Warder Street, N.W., south along Warder Street, N.W., to 4th Street, N.W., southwest along 4th Street, N.W., to Gresham Place, N.W., west along Gresham Place, N.W., to Sherman Avenue, N.W., south along Sherman Avenue to Florida Avenue, N.W., west along Florida Avenue to W Street, N.W., west along W Street, N.W., to 16th Street, N.W., west along Florida Avenue, N.W. to Champlain Street, N.W., north along Champlain Street, N.W., to Columbia Road, N.W., northeast along Columbia Road, N.W., to Mt. Pleasant Street, N.W., northwest along Mt. Pleasant Street, N.W., to Park Road, N.W., west along Park Road, N.W., to Mt. Pleasant Street, N.W., north on Mt. Pleasant Street, N.W., to Piney Branch Park, east through Piney Branch Park to Spring Road, N.W., and east along Spring Road, N.W., to Sherman Avenue, N.W.

Target Area #6 – Brightwood and Upper Georgia Avenue. The Brightwood and Upper Georgia Avenue target area is defined as starting at the corner of Kennedy Street, N.W., and 16th Street, N.W., north along 16th Street, N.W., to Alaska Avenue, N.W., northeast along Alaska Avenue, N.W., to Fern Street, N.W., east along Fern Street, N.W., to Fern Place, N.W., east along Fern Place, N.W., to Blair Road, N.W., southeast along Blair Road, N.W., to 5th Street, N.W., south along 5th Street, N.W., to Kennedy Street, N.W., and west along Kennedy Street, N.W., to 16th Street, N.W.

Target Area #7 – Bloomingdale and Eckington. The Bloomingdale and Eckington target area is defined as starting at New York Avenue, N.W., northwest along Florida Avenue, to 4th Street, N.W., north along 4th Street, N.W., to 5th Street, N.W., east along Michigan Avenue, N.W., to Franklin Street, N.E., east along Franklin Street, N.E., to 4th Street, N.E., south on 4th Street, N.E., to the CSX rail yard, south along the rail yard to New York Avenue, N.E., southwest along New York Avenue, N.E., to Florida Avenue.

Target Area #8 – Brookland and Edgewood. The Brookland and Edgewood target area is defined as starting at 4th Street, N.E., and Rhode Island Avenue, N.E., north along 4th Street, N.E., to Michigan Avenue, N.E., northeast along Michigan Avenue to South Dakota Avenue, N.E., southeast along South Dakota Avenue, N.E., to Rhode Island Avenue, N.E., and southwest along Rhode Island Avenue, N.E., to 4th Street, N.E.

Target Area #9 – Anacostia. The Anacostia target area is defined as starting at the Anacostia waterfront and Good Hope Road, S.E., southeast along Good Hope Road, S.E., to Naylor Road, S.E., southeast on Naylor Road, S.E., to Alabama Avenue, S.E., southwest on Alabama Avenue, S.E., to the Suitland Parkway, northwest along the Suitland Park to 18th Street, S.E., north on 18th Street, S.E., to Erie Street, S.E., west on Erie Street, S.E., to Morris Road, S.E., and northwest on Morris Road, S.E., to the Anacostia waterfront.

Target Area #10 – H Street, N.E. The H Street, N.E., target area is defined as the area within 2 blocks north or south of H Street, N.E., Benning Road, N.E., and Maryland Avenue, N.E., between North Capitol Street and 17th Street, N.E.

Target Area #11 – Congress Heights. The Congress Heights target area is defined as the area bounded by a line starting at Mississippi Avenue, S.E., and 13th Street, S.E., and running north along 13th Street, S.E., to Alabama Avenue, S.E., then west along Alabama Avenue, S.E., to the southwestern boundary of the St. Elizabeth's campus, then northwest along the southwest boundary of the St. Elizabeth's campus, then on a line parallel to Lebaum Street, S.E., to Interstate 295, then southwest along Interstate 295 to a line parallel to 4th Street, S.E., then along a line parallel to 4th Street, S.E. to 4th Street, S.E., then along 4th Street, S.E., to Mississippi Avenue, S.E., then along Mississippi Avenue, S.E., to the starting point.

Target Area #12 – Bellevue. The Bellevue target area is defined as the area bounded by Galveston Street, S.W., on the south, First Street, S.E., on the east, Halley Street, S.E., on the north, and Interstate 295 on the west.

VI. Application Instructions

Please read the following instructions before completing the application and attachments.

1. **Applications are due by 4:00pm on Tuesday, July 31, 2007. Late submissions will not be accepted.**
2. **Applications should be submitted via hand delivery or delivery service to:**
Office of the Deputy Mayor for Planning and Economic Development
NIF Program - NGP
801 North Capitol St. NE - Ground Floor
Washington, DC 20002
3. Faxed or emailed applications will not be accepted.
4. Submit the **original and three (3) unbound copies** of the application package. The application package consists of the completed and signed application form, project narrative, all required attachments, and the application checklist.
5. The narrative and attachments shall be typed in 12 point font on single sided 8-1/2" x 11" paper. Drawings, maps, and photographs may be submitted in a larger format, not to exceed 11" x 17". All pages must be numbered and labeled with the applicant name and project name.
6. Use the checklist at the end of the package to verify the application is complete. Upon submittal the package will be checked for completeness by NIF staff. Incomplete packages WILL NOT be accepted.

Attachments to the Application Package:

- A. Project Workplan
- B. Project Budget
- C. Match Pledge Form
- D. Application Package Checklist



Neighborhood Grants Program Application Package

For internal use only

<i>Grant Type</i>	
<i>Project #</i>	
<i>Copy #</i>	

Grant Type	
<input type="checkbox"/>	Small & Simple Grant (up to \$15,000)
<input type="checkbox"/>	Major Projects Grant (up to \$75,000)

Project Identification Information	
Project Name	
Project Address	
NIF Target Area	
Ward	

Applicant Information	
Applicant Organization	
President/Executive Director	
Organization Mailing Address	
Day/Work Phone	
Fax	
Email	
Website	
Project Coordinator Name, Title	
Day/Work Phone	
Email	

Federal Tax ID Number (TIN) or Employer ID Number (EIN)	
DCRA Corporation Registration Number	
Date Organization Established or Began Service	

Partnership Information (if applicable)	
Type of Partnership with Eligible Applicant	<input type="checkbox"/> Unincorporated Neighborhood Based Organization <input type="checkbox"/> Non-DC Based Non-Profit <input type="checkbox"/> Partnership Among Eligible Applicants <input type="checkbox"/> Other:
Organization Name	
President/Executive Director	
Contact Person	
Organization Mailing Address	
Phone	
Fax	
Email	
Federal Tax ID Number (TIN) or Employer ID Number (EIN)	
Describe the role and responsibility of the organization in the project:	

Project Information	
Project Category (Check the appropriate box)	<input type="checkbox"/> <u>Cultural/Historic, Social, Recreational Initiatives</u> – build or enhance opportunities that promote cultural, historic, social exchange and recreation. Initiatives that build community and promote diversity are encouraged. Field trips or other excursions outside of a NIF target area are not eligible.
	<input type="checkbox"/> <u>Education & Skill Building</u> – build or enhance opportunities for educational enrichment and skill building for all generations. Field trips or other excursions outside of a NIF target area are not eligible.
	<input type="checkbox"/> <u>Public Safety</u> – build or enhance neighborhood public safety.
	<input type="checkbox"/> <u>Physical Improvements or Beautification</u> – build or enhance neighborhood physical environment. Please refer to the special requirements listed on pages 3-4 above.

Project Funding Request	
Total Grant Request	
Total Value of Match	
Total Project Budget	
<p align="center"><i>Please complete Attachment B– Project Budget and Attachment C – Match Documentation and submit both with the application</i></p>	

Project Timeline	
Project Start Date	
Project Completion Date	
<p>*Requirements: 1) Small & Simple projects should be completed within 6 months of executing the grant agreement with the District 2) Large Projects should be completed within 12 months of executing the grant agreement with the District.</p>	

Supplemental Project Information	
Does this project implement an objective or strategy from a Small Area Plan, Revitalization Plan, or the Comprehensive Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Does this project overlap with the objectives	<input type="checkbox"/> Yes <input type="checkbox"/> No

of the Great Streets revitalization program?	If yes, explain:
Does this project overlap with the objectives of the New Communities revitalization program?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Does this project support the objectives of additional Mayoral programs such as: ReStore DC/Main Streets, Home Again Initiative, Hot Spots, Clean City?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:

Project Narrative
<p>In a separate document not to exceed five (5) single spaced pages, submit a narrative that addresses the following points. The narrative should be typed in a 12-point font. All pages must be numbered and labeled with the applicant name and project name. Responses should be organized by the categories below.</p> <p><u>1. Applicant Background and Experience</u> <i>(For partnerships, please provide information for both organizations; an additional 1 page may be added to the narrative.)</i></p> <p>a. Provide a description of the applicant organization, its mission, and geographic focus areas (if any). An applicant may attach a copy of the organization's annual report to supplement the narrative.</p> <p>b. Describe the organization's commitment to economic development and revitalization as indicated by successful completion of programs, project, services, or the operation of facilities that serve community residents. Provide specific examples and accomplishments of projects that are of similar size and scope to the proposed NGP project.</p> <p><u>2. Project Description</u></p> <p>a. Provide a complete, detailed description of the proposed project, including all phases or steps necessary to complete it.</p> <p>b. Describe the resources needed for the project, including materials, equipment, volunteers, staff.</p> <p>c. Discuss how the proposed project meets the applicant's mission</p> <p><u>3. Need and Public Benefit</u></p> <p>a. Discuss the need that the project intends to address and how that need was identified.</p> <p>b. What is the intended result of this project and how will it benefit the public?</p> <p>c. How will project success be measured?</p> <p><u>4. Neighborhood Involvement and Partnerships</u></p> <p>a. Describe how neighborhood stakeholders were involved in the selecting and planning of this project; discuss of how they will be involved in the project's implementation.</p>

b. Identify 2-3 elements or strategies of the proposed project that will build or strengthen community relationships within the NIF target area

Applicants must respond to all of the above items in the narrative.

Required Attachments

The following attachments must be submitted by applicant as part of the Application Package. Please utilize the forms provided. Forms that are recreated will not be accepted and may result in rejection of the submitted application.

- A. Project Workplan (use form in Attachment A)
- B. Project Budget (use form in Attachment B)
- C. Match Pledge Form (use form in Attachment C)
- D. Application Checklist (use form in Attachment D)
- E. Documentation of community support
- F. Documentation to support budgeted items over \$500 (see page 5)
- G. W-9 Form
- H. Federal IRS Letter of Determination and DC Tax Exempt Certificate
- I. Certificate of Good Standing from Dept. of Consumer and Regulatory Affairs
- J. Applicant's most recent financial statement
- K. Special attachments for Physical Improvement/Beautification Projects (if applicable)
 - i. Letter of Permission for use of public or private property
 - ii. Maintenance Plan and Budget

The undersigned certifies that the information in this application is true and complete and has been provided for the purpose of obtaining grant funding the District of Columbia government through the Neighborhood Grants Program for the project described herein.

If at any point the above information is determined to be false, the Office of the Deputy Mayor for Planning and Economic Development may deny the application, rescind funding award offers, or revoke an award.

Signature

Date

Name

Organization, Title

Attachment A – Project Team & Workplan

- All proposed projects must be lead by a project team composed on at least 3 stakeholders, including a project coordinator. The project team is accountable for all aspects of project implementation and is the primary points of contact for the District and the NIF target area stakeholders.
- If there are additional project team leaders, please attach a sheet of paper titled “Attachment A – Supplement” and include the information below.

Project Team			
	<i>Project Coordinator</i>	<i>Project Team Leader 1</i>	<i>Project Team Leader 2</i>
Full Name			
Affiliation with Applicant			
Day Phone			
Email			

Workplan

- List in chronological order the specific steps or activities for this project.
- Next to each step identify which project team member(s) will be responsible for leading that step or activity.
- Estimate the start and completion date for each. Indicate if a step or activity is ongoing by writing that in the completion date field.
- If additional space is necessary, please attach a sheet of paper titled “Attachment A – Supplement” and include the information below.

Workplan			
Step/Activity	Responsible Team Member	Start Date	Completion Date

Attachment C

Match Form Pledge

- All proposed projects must document the required \$1:\$1 match
- Complete the tables below for the type of match proposed
- Summarize the total value of the pledge for each category in the Pledge Summary Table on the final page.
- Monetary pledges must be supported by a firm commitment letter or bank statement indicating the availability of funds
- If additional space is needed, please attach a separate sheet of paper titled “Attachment B – Supplement” and show the information in the table format below.

1. In-Kind Donated Material, Equipment, Supplies, Space

(Items valued at their retail price; borrowed/leased equipment or space is valued at standard rental rate)

A	B	C	D	E	F
Name	Company, Organization	Item Pledged	Unit Value (per item)	Units Pledged	Total Value of Pledge (Column D*E)
TOTAL					

2. Professional Services

(Valued at their customary fair market rate, not to exceed \$75.00 per hour)

A	B	C	D	E	F
Name	Company, Organization	Services Pledged	Rate (indicate hourly or flat)	Units Pledged	Total Value of Pledge (Column D*E)
TOTAL					

3. 3rd Party Monetary Donations

(Monetary pledges must be supported by a firm commitment letter or bank statement indicating the availability of funds)

A	B	C	D
Name	Company, Organization	Was the donation received specifically for the NGP program?	Total Donation
TOTAL			

4. Volunteer Labor

(Valued at \$15.00 per hour. A minimum of 25% of the matching amount must be from volunteer labor.

Volunteer signatures are required to received match credit)

Full Name (Please Print)	Signature	Contact #	# Hrs. Pledged	Value per Hour	Total Value of Pledge
				\$15	
				\$15	
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				\$15	
				\$15	
TOTAL					

5. Total Pledge

Match Type	Number of Pledges	Total Match Value
In-Kind Donations of Material, Equipment, Space etc.		
Professional Services		
3rd Party Monetary Donations		
Volunteer Labor		
TOTAL		

The total match value shown above must match the total match value in the Attachment B- Project Budget.

Attachment D

Application Checklist

	Cover Letter
	Completed and Signed Application
	Project Narrative
	Project Workplan (Attachment A)
	Project Budget (Attachment B)
	Match Pledge Form (Attachment C)
	Documentation of community support
	Documentation to support cost of budgeted items over \$500
	Copy of Form W-9 (Request for Taxpayer Identification Number and Certificate)
	IRS Letter of Determination and D.C. Tax Exempt Certificates
	Proof of registration with DCRA
	Applicant's most recent financial statement from the current fiscal year
	Original and Three (3) Copies of the Application, Narrative, and ALL Attachments
	Application Checklist (Attachment D)
	Physical Improvement and Beautification Projects
	Letter of permission for use of public or private property
	Annual Maintenance Plan
	Annual Maintenance Budget and Funding Source
	Original and Three (3) copies of the above documents